

**Massachusetts Board of Registration in Embalming and Funeral Directing
Public Session Minutes
Meeting of 12/17/19**

Held at
1000 Washington Street, Boston, MA, 02118
At 10:00 a.m.
Room 1G

Board Members Present:

Paul Phaneuf
Patrick Driscoll
David Brezniak
Richard Gormley
Janet Leombruno

Staff Members Present:

Michael Hawley, Executive Director
Thomas F. Burke, Assoc. Executive Director
Peter Kelley, Board Counsel

Members of the Public Present:

Jen Hafey
Katherine Moriarty
Anthony C. O'Donnell
Mike Martel

Anthony Massaroni
Shawn Joyce
Gary Toye
Brian Coffee

Call to Order:

Mr. Phaneuf called the meeting to order at 10:17 a.m. Board staff reviewed building evacuation procedures and noted the location of restrooms.

Review of Minutes:

The Board reviewed staff prepared public session minutes of the meeting held on November 19, 2019.

Mr. Brezniak moved to accept staff prepared public session minutes of the meeting held on October 15, 2019. Ms. Leombruno seconded the motion. Motion passed, all Board members present voting in favor, excepting Ms. Leombruno's abstention.

Application Review:

Type 6

- Katherine Moriarty
- Shawn Joyce

Mr. Driscoll moved to approve the candidates for licensure. Mr. Brezniak seconded. The motion passed unanimously.

Funeral Establishment Certificates

- The Board reviewed the Funeral Home Establishment Certificate application for O'Donnell – Cremations – Funerals – Celebrations. Mr. Williams stated that upon inspection the funeral establishment is in compliance and ready to be approved. After brief discussion, Ms. Leombruno moved to approve the Establishment Certificate application and Mr. Driscoll seconded. The motion passed unanimously.

Nomination and Election of Board Officers:

Mr. Brezniak moved to nominate Mr. Phaneuf as Board Chair. Mr. Phaneuf accepted the nomination. Mr. Driscoll seconded the motion. Motion passed by all Board members present.

Mr. Brezniak moved to nominate Mr. Driscoll as Board Secretary. Mr. Driscoll accepted the nomination. Ms. Leombruno seconded the motion. Motion pass by all Board members present.

Report from Executive Director, Michael Hawley

Mr. Hawley reported that the Board and Board staff have been assigned new telephone numbers to replace existing numbers. The new phone numbers are active and will become permanent early next year. Mr. Burke agreed to send the new contact phone numbers to Board members via electronic mail. Mr. Hawley stated that all license renewal forms and registrant applications, including the funeral establishment certificates, will be submitted and processed online beginning in 2020. The Board will no longer accept paper applications and renewals. He reminded the Board that preneed reports will be due January 31, 2020. Finally, Mr. Williams stated that he will submit a report to Mr. Hawley regarding the status of Type 3 Funeral Directors who did not complete their renewal applications by the October 31st deadline.

Report from Board Counsel, Peter Kelley

Mr. Kelley conducted a brief presentation on understanding trauma regarding sexual assault and other trauma-related misconduct claims. He reviewed the SORB registry process for funeral registrants who attest truthfully in these matters, and how the Massachusetts SORB pairs with registrants who report to a national database.

Continuing Education Provider Applications:

MFDA

- 2020 Celebrant Training

NFDA

- Lessons Learned from Mystery Shoppers at Funeral Homes
- Meet the Mentors
- NFDA Cremation Conference 2020
- NFDA Business Education Seminar

Funeral Service Academy

- Communicable Disease and Funeral Professionals
- Complying with the Federal Trade Commission Funeral Rule
- Embalming: Diseases and Conditions
- Embalming: Autopsies & Organ/Tissue Donors
- Funeral Home Safety Overview
- Funeral Service Ethics
- Grief and Cultural Competence: The African American Diaspora
- Grief and Cultural Competence: Hispanic Traditions
- Grief and Cultural Competence: Jewish Traditions
- Grief Management: A Overview for Funeral Professionals
- OSHA Compliance Guide for Funeral Homes
- OSHA Compliance Guide for Funeral Homes: Part 1
- OSHA Compliance Guide for Funeral Homes: Part 2
- Safety within Funeral homes
- Today's Funerals: What's New?

Cremation Association of North America

- Phone Shoppers: Your Best First Impression
- Cremation & The Environment Online Course
- Cremation Arrangement Conference Best Practices
- The Art of Selling Cremation 3: A Preneed Summit
- CANA's 2020 Cremation Symposium

Selected Independent Funeral Homes

- 2020 NextGen Seminar

Mr. Driscoll moved to approve and accept all continuing education courses. Ms. Leombruno seconded. The motion passed unanimously.

Ms. Leombruno departed the Board meeting at 11:37 a.m.

Closed Session: Investigatory Conferences, pursuant to G.L. c. 112, §65C.

At 11:38 a.m., Mr. Driscoll moved to suspend the open meeting and enter into closed session to conduct investigatory conferences, pursuant to G.L. c. 112, §65C. Mr. Brezniak seconded the motion. **The motion passed unanimously by Board members present.**

During the closed session, the Board took the following actions:

- 2019-001352-IT-ENF – Matter closed.

At 12:11 p.m., Mr. Brezniak moved to exit closed session and enter open session. Mr. Driscoll seconded the motion. **The motion passed unanimously by Board members present.**

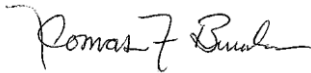
Adjournment

At 12:18 p.m., Mr. Gormley moved to adjourn the meeting. Mr. Brezniak seconded the motion. Motion passed unanimously.

List of Documents used at the meeting:

1. Agenda
2. Minutes from November 19, 2019 meeting.
3. Applications for personal registration
4. Continuing education provider applications
5. Understanding Trauma: Questioning Sexual Misconduct Claimants

Respectfully submitted,



Thomas F. Burke
Associate Executive Director